



**STATE OF WISCONSIN**  
**Department of Employee Trust Funds**  
David A. Stella  
SECRETARY

801 W Badger Road  
PO Box 7931  
Madison WI 53707-7931  
  
1-877-533-5020 (toll free)  
Fax (608) 267-4549  
<http://etf.wi.gov>

**EXECUTIVE COMMITTEE**  
**QUARTERLY HUMAN RESOURCES REPORT**  
**SEPTEMBER 2010**

This report highlights activities that have taken place since the June 2010 Employee Trust Funds (ETF) Board meeting. Initiatives that are ongoing in nature will be reported annually at the June committee meeting.

**KEY HIRES**

ETF filled a total of 16 vacancies during the calendar quarter ending June 30, 2010. ETF has filled 10 vacancies so far this quarter. Six key hires are listed below.

- Deb Roemer, Trust Funds Supervisor, Division of Insurance Services
- Mary Statz, Trust Funds Supervisor, Division of Retirement Services
- Jennifer Przekurat, Trust Funds Supervisor, Division of Retirement Services
- Michelle Baxter, IS Business Automation Consultant/Administrator (Project Manager), Division of Management Services
- Peter Eisch, IS Supervisor 2, Division of Management Services
- Russell Hann, Employee Benefit Plan Policy Advisor – Advanced, Division of Insurance Services

**KEY VACANCIES**

ETF currently has 31 vacancies in various stages of recruitment. This number is higher than normal due to the addition of new positions and expected retirements. Three key openings are shown in italics below.

- *Administrative Manager, Division of Insurance Services (Korpady vacancy)*
- *Trust Funds Director, Division of Insurance Services (Baxter vacancy)*
- *Trust Funds Supervisor, Retirement Planning Section 2, Division of Retirement Services (Roemer vacancy)*

<b>AFFIRMATIVE ACTION (AA) STATISTICS</b>		
<b>AA Group</b>	<b>Permanent (Percentage/Employees)</b>	<b>Limited-Term Employees (LTEs)</b>
Females	62.5% (130)	57.1% (4)
Minorities	13.5% (28)	14.3% (1)
Persons with Disabilities	11.1% (23)	42.9% (3)
As of 6/30/10, we had 7 LTEs and 208 filled permanent classified positions.		

Reviewed and approved by Rhonda Dunn, Executive Assistant.

*Rhonda Dunn* 8-27-10  
Signature Date

Board	Mtg Date	Item #
EXC	9.16.10	3A

### **2008-2011 AA/EQUAL EMPLOYMENT OPPORTUNITY (EEO) PLAN**

- The Department continued its partnership with Lincoln Elementary School with staff serving as mentors or tutors to students during their lunch hours.
- The AA Committee coordinated and promoted the annual school supply drive. ETF employees were very generous in their donations.
- The AA Committee published the following articles in the *Trusty News*: *Resources and Tips on Resume Writing and Interviewing for Jobs*; *Fair Labor Standards Act Explained*; *How to Find Out Whether a Job Would be a Promotion, Demotion, or Transfer*; *Transferring in State Service*; and *Hispanic Heritage Month*.
- The Department Affirmative Action Officer prepared and submitted ETF's 2010 Diversity Award application to the State Council on Affirmative Action.

### **EMPLOYEE RECOGNITION/APPRECIATION**

- Tom Korpady, Sher Olson, and Sue Dahlk were honored with a retirement farewell gathering and/or plaque, depending upon employee preference.
- Twenty-nine employees were recognized in the July *Trusty News* for reaching 10, 15, 20, 25, 30 and 35 year milestones in length of state service. Fourteen employees with 25 years or more of state service were honored at a ceremony in August and presented a plaque by the Secretary's Office.
- The Social Committee sponsored a Packer/Badger themed onsite picnic in September where the Secretary's Office grilled brats and hamburgers for staff to enjoy.
- The Social Committee also sponsored a root beer float fundraiser and a New Employee Welcome Day with bagels.
- Excerpts of letters we receive complimenting staff are published in every issue of the *Trusty News*.

### **PARTNERS IN GIVING**

- Jennifer Owens and Terri Buttchen (Retirement Services Division) were selected to co-chair the 2010 Partners in Giving campaign. Shirley Weidling and Tami Noyce (Division of Management Services) volunteered to assist with the campaign. The co-chairs attended a kick-off meeting at the University of Wisconsin in August with Rhonda Dunn. The chairs also received training to assist them in their responsibilities.

### **MISCELLANEOUS**

- The Health and Safety Committee and Employee Assistance Program (EAP) sponsored a blood drive in July.
- The EAP distributed monthly employee and supervisor newsletters and provided information to all staff on coping with financial stress, fireworks safety tips, National Immunization Awareness Month, National Health Center Week, and controlling cholesterol.

- The EAP conducted the following lunchtime presentations: *Financial Planning to Achieve Your Goals and Dreams* and *Wills, Trusts & Estate Planning*.
- The ETF Wellness Workgroup continued to publish its monthly issues of *ETF – Wellness Now!* and promoted Juvenile Arthritis Awareness Month, Safety Awareness Month, and National Immunization Awareness Month.
- The ETF Librarian published an article in the *Trusty News* on the new electronic resources in the ETF Library.
- An orientation session was held in August for 12 new employees. Dave Stella, Bob Conlin, and Rhonda Dunn shared information on the role of the Secretary's Office and the agency's mission, challenges, and plans. Other managers conducted presentations on their respective areas.
- The Social Committee added a new member: Michelle Ryndycz.
- Facilities staff conducted four orientation sessions in August and September for ETF staff moving to the Department of Revenue building.

<b>GROUP PRESENTATIONS BY EXECUTIVES/MANAGERS</b>			
<b>Name</b>	<b>Group</b>	<b>Topic</b>	<b>Attendees</b>
Dave Stella	1. Retired Firefighters	1. Topic to be determined	1. 50
Sari King	1. Department of Financial Institutions 2. Wausau Retirees 3. State Patrol Retirees 4. Eau Claire Retired Educators 5. Walworth County Educators 6. Firefighter's School	1. Understanding Your Wisconsin Retirement System (WRS) Benefits 2. WRS Update 3. WRS Update 4. WRS Update 5. WRS Update 6. Understanding Your WRS Benefits	1. 38 2. 28 3. 75 4. 25 5. 60 6. 90
Matt Stohr	1. Wisconsin Coalition of Annuitants Annual Conference	1. ETF Service Delivery Changes	1. 30
Bill Kox	1. U.S. Department of Health and Human Services Stakeholder Conference on Health Care Exchanges; Washington, D.C.	1. Qualified Health Plans and Designs under New Federal Health Reform Law	1. 200

<b>PROFESSIONAL ORGANIZATIONS AND POSITIONS OF LEADERSHIP</b>		
<b>Name</b>	<b>Position</b>	<b>Group</b>
Dave Stella	1. Executive Committee Member 2. Secretary 3. Member 4. Member  5. Member	1. National Council on Teachers Retirement  2. State of Wisconsin Investment Board (SWIB) 3. SWIB Audit Committee 4. SWIB Strategic Planning and Corporate Governance Committee 5. Wisconsin Health Information Organization Board of Directors
Matt Stohr	1. Member	1. Wisconsin Certified Public Manager Advisory Board
Lynda Hanold	1. Member	1. Management bargaining team that negotiates union contracts with the Wisconsin Professional Employees Council